

## PERFORMANCE WORK STATEMENT

Contract No. EP-C-09-020

Work Assignment # 3-17

**TITLE:** National Rivers and Streams Assessment Final Reports

### EPA PERSONNEL:

#### Work Assignment Manager

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**PERIOD OF PERFORMANCE:** From date of issuance to February 28, 2013.

### I. BACKGROUND

This work assignment is to provide support for the production of the final summary and technical reports for EPA's 2008-2009 National Rivers and Streams Assessment (NRSA).

The 2008-2009 NRSA was the first baseline statistical survey of the nation's larger rivers (including the Great Rivers) and also provides a second look at the condition of small streams compared to an initial study (the Wadeable Streams Assessment or WSA) conducted in 2004.

The reports will be similar in style to the *Report on the Environment* that the Contractor supported under contract EP-C-08-027. The Contractor shall provide support for a summary report for the general public and a technical report that describes the scientific basis of the summary report. The summary report will require a substantial use of graphics and color. In contrast, the technical report will have limited use of graphics and color. The style of the reports will be similar to those developed for Wadeable Streams, and more recently, the 2007 National Lake Assessment:

- Summary Report:  
[http://water.epa.gov/type/lakes/upload/nla\\_newlowres\\_fullrpt.pdf](http://water.epa.gov/type/lakes/upload/nla_newlowres_fullrpt.pdf)

- Technical Appendix (the NRSA version will be a “report” not an appendix):  
[http://water.epa.gov/type/lakes/upload/nla\\_technical\\_appendix.pdf](http://water.epa.gov/type/lakes/upload/nla_technical_appendix.pdf)

**Milestones** (subject to revision):

- July 31: Peer review begins
- September 28: Management review begins
- November 30: Management concurrence
- December 19: Reports released to public

## **II. PURPOSE**

This new work assignment relates to Task 3.6, Support for Technical and Public Outreach Activities, of the current Performance Work Statement of the contract. In particular, the work falls under the support “The Contractor shall also provide EPA with the technical support needed to properly inform the public of its work and of technology available to improve the environment.”

The purpose of this work assignment is to provide editing and graphics support to the EPA Office of Water for the production of the 2008-2009 NRSA reports.

## **III. GOVERNMENT FURNISHED INFORMATION TO BE PROVIDED**

EPA will provide well-written drafts to the Contractor, some photographs, most graphics, and mockups of other graphics that require more extensive formatting. EPA-supplied graphics and photographs will be high quality format in JPEG or TIFF format (300 dots per inch or higher). EPA also will obtain the EPA publication number for the final reports. None of the materials will be Confidential Business Information (CBI).

## **IV. SCOPE OF WORK**

### **Task 1. Work Plan, Budget, Reporting, and Quality Assurance**

The Contractor shall prepare a work plan and financial budget plan that describes how it will execute the work assignment; quantifies the level of effort required; calculates associated costs, states that the Contractor will abide by the Contract Quality Management Plan (QMP) in performing the scope of work; and characterizes potential problems that may arise. In addition, the Contractor shall provide monthly progress and financial reports. The Contractor shall notify the WAM immediately upon encountering a problem, including QA issues, which may cause a delay or impede the progress of the work assignment in any way.

Quality Assurance (QA) has become an increasingly important component of EPA’s work to assure that minimum quality standards are attained. The Contractor shall adhere to the Contract Quality Management Plan (QMP). The Contractor shall follow and provide its Standard Operating Procedures for document preparation as an attachment to the

workplan. The contractor will work with the WAM to ensure that all comments are addressed and incorporated into the final documents, as appropriate.

## **Task 2. Reports**

The Contractor shall provide editing and graphical support for the summary and technical reports to ensure that the final draft reports have the following **features**:

- a. No typographical and grammatical errors.
- b. Internal consistency within the document. For example:
  - if the graphics indicate that 40% of the lakes are impaired, the text also should use this number.
  - a series of numbers should add to the current total value
  - chapters have the same formatting (i.e., all chapters look like they are from the same report)
- c. Basic organization structures such as Table of Contents, headers/footers, sidebars and "highlights," and references.
- d. EPA-supplied graphics
- e. Contractor-generated graphs and charts based upon EPA's mockups.
- f. High quality graphics and photographs formatted in JPEG or TIFF format (300 dots per inch or higher) and accompanied with captions.
- g. Graphics and photographs include captions and photo credits.
- h. Incorporates EPA comments.
- i. Summary Report only -- Plain language (<http://www.epa.gov/plainlanguage/>) that targets EPA's intended audience (i.e., the general public) and conforms to the EPA Style book <http://www.epa.gov/stylebook/>.
- j. Conformance with EPA posting requirements (<http://yosemite.epa.gov/oei/webguide.nsf/design>)

In support of this task, the Contractor shall:

- I. Meet with the EPA WAM at EPA facilities in DC on two separate occasions to discuss, at a minimum:
  - a. Overall goals and objectives for:
    - Each report; and
    - Each major version identified in III that has not yet been completed.
  - b. Potential layout designs
  - c. Schedule
  - d. Contractor's recommendations for software (e.g., MicroSoft Word) appropriate for each version
- II. Develop a matrix that identifies the features that will be addressed for each version identified in III.. The features must include, at a minimum, those that are addressed above and the software format that will be used.
- III. Produce the following versions of the documents (each version will include several iterations that must incorporate EPA comments):
  - a. Summary Report:

- i. Peer review version
  - ii. Early management review version (EPA to incorporate peer review comments prior to providing the first draft of this version to Contractor)
  - iii. Senior management review version
  - iv. Version for public comment
- b. Technical Report – one version for public comment

## V. Deliverables and Schedule

Task	Deliverable	Due Date
1	Work plan	Due in accordance with contract requirements
	Progress and financial reports	Monthly
	Notification of problems	Immediately when encountered
2	I. Meetings at EPA	WAM to provide date/time in technical direction, after determining Contractor's availability. First meeting will be soon after start of WA; second one, per technical direction, before early management review version (i.e., incorporates peer review comments) OR the version for public comment, depending on the extent and nature of peer review comments.
	II. Matrix	First version due 10 work days after first meeting with EPA. Subsequent versions per technical direction within 1-5 work days of written technical direction, depending on complexity.
	III. Drafts	First draft of each version within 5-15 work days of written technical direction provided by the EPA WAM. Iterations provided within 1-5 work days of written technical direction, depending on complexity and urgency.

## VI. TRAVEL

The Contractor shall attend two half day meetings at the EPA offices located in Washington D.C. in support of Task 2.I. Non-local travel is not required at this time. If non-local travel should become necessary, it will be added by a formal amendment. Please note: any non-local travel directly chargeable to this work assignment shall be submitted and approved by the Project Officer prior to the travel.

## VII. PERSONNEL REQUIREMENTS:

Personnel proposed to work under this work assignment shall be skilled in report design, layout, graphics, writing and editing, communications and product production. Knowledge in water quality monitoring and water resource issues is recommended.